

14-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF DEPUTY DIRECTOR (SUPPORT)



RETURN TO RECORDS CENTER
IMMEDIATELY AFTER USE
JCD 62-430 BOX 1
43421

SECRET

25X
April 11, 1956

Deputy Director (Support)

SA/DDS



Specific Asst.

1. Deputy Director's Subject File

Consists of correspondence, cables, memoranda, studies, and other material which document the policies, planning, and coordination of the administrative support activities of the Agency. These are ~~the~~ official files accumulated and maintained centrally for the Deputy Director (Support) and his immediate staff. Filed by subject according to the Agency File Manual. (1955-56).

8.0

Permanent. Disposal not authorized. (Cut off at end of each year; transfer to the Records Center one year thereafter.)

2. Top Secret File

Consists of correspondence, reports and other papers ^{which} related to material in other files but maintained in a separate file because of Top Secret security classification. Filed by document number.

1.0

(1953-56)

Dispose of in accordance with disposition instructions for the papers to which the T.S. documents relate.

3. Convenience File (~~Pending~~)(Reading?)

Consists of extra copies of all communications originated by members of the DD/S Staff. Maintained for reference purposes. Filed chronologically.

3.4

1953-56

Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter.)

4. Project Files (~~See Item 27 of DDI~~)

Consist of correspondence, memoranda, reports, ^{approvals,} ~~sign-off sheets,~~ and various data relating to programs, projects and plans which require consideration and approval by the DD/S. Projects ^{under \$25,000} require approval by the DDS; those over that amount ~~require the signatures of the PRC members.~~ These files constitute the record copies for the DD/S Area. 1951-56.

are referred to the Project Review Committee for approval.

3.0

Permanent. Disposal not authorized. Transfer to the Records Center in annual blocks when no longer needed for reference purposes.

a. Projects filed alphabetically by name.

2.6

b. Those not identified with a Specific project

are filed chronologically by date

SECRET

5. Agency Issuances *File*

a. Consists of copies of Regulations, Notices and other published issuances of the Agency. File is maintained for reference purposes for the Deputy Director and his assistants. (Current).

1.2

Temporary. Destroy when superseded or obsolete.

b. Copies of Statutes, Public Laws and Executive Orders relating to Agency activities which are of specific interest to this Staff. Maintained for reference purposes.

.3

Temporary. Destroy when obsolete or no longer needed for reference purposes.

6. Daily Action Summaries

These are brief summaries of ~~all~~ ⁱⁿ outgoing correspondence ~~indicating~~ the action taken by members of the staff and disposition thereof. Summary is prepared daily from previous day's mail logs and routing slips. Summaries are used to keep the Staff posted of daily actions. Filed chronologically.

1954 - 56

.4

Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter).

7. Administrative Subject Files

Consists of correspondence, forms and other papers which accumulate in the general administration and operations of the Deputy Director's immediate office. Included are information copies of the daily diary, machine listings of T/O, copies of personnel actions Form 52, leave records, and other administrative matters. Filed by subject category.

1954-56

.6

Temporary. Destroy when obsolete or no longer needed.

8. Communication Logs

Consist of various posting media which serve as logs for recording classified material received and dispatched by this Staff as required by Agency security regulations. Filed by category.

a. Top Secret Log

Retained signed copies recording receipt, internal movement and disposition of T.S. material. Copy forwarded to Top Secret Control Officer. Filed chronologically.

1951-54

.1 Temporary. Disposal not authorized. Retain in current files area indefinitely.

b. T.S. Posting Record. Form 60-75 which superseded a above. Document receipts are attached to Posting Record when document leaves the area. Filed by TS number. 1955-56

.1 Temporary. Disposal not authorized. Retain in current files area indefinitely.

c. A 3x5 card index to the T.S. Posting Record file ~~above~~. Filed by source.
1955-56

.1 Temporary. Disposal not authorized. Retain in current files area indefinitely.

.d Secret and below

Maintained on administrative type material which usually does not require a follow-up. Filed chronologically.

1955-56
1. Temporary. Destroy after one year. (Cut off at the end of each calendar year; destroy one year thereafter.)
.e File and Routing Slips (Form 35-1) recording receipt and dispatch of classified material. Used as a log and control system for expediting or locating documents.

.4 1955-56

Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter.)

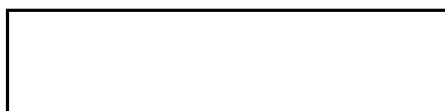
9. Courier Classified Mail Receipts

Consist of copies of receipts for classified mail signed ~~by~~ by couriers for delivery to addressees. Filed chronologically.

1955-56

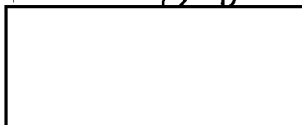
.5 Temporary. Destroy after one year. Maintain 12 months level; destroy oldest month upon filing of latest month's receipts.

25X1



took original
copy to

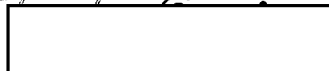
25X1



4/27/56

~~Returned to office~~

Talked to




25X1

6-28 about the schedule

Said she would sign
and send over. She's
satisfied with it as
is. When original signed
and returned send a copy

25X1

to  and one
Record Center. File

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 14-56 for the
Deputy Director Support is approved and
authority hereby given to implement the
disposition instructions contained thereon.

Preparation and Review

5 September 1956
Date

Chief, Records Disposition
Branch

7 Sept. 1956

Approval

Chief, Records Management Staff

11 Sept 1956
Date

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130004-5

SCHEDULE NO.

16-56

OFFICE, DIVISION, BRANCH

Deputy Director (Support)

SIGNATURE

TITLE

DATE

Admin. Officer

8/24/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>DEPUTY DIRECTOR'S SUBJECT FILE</p> <p>Consists of correspondence, cables, memoranda, studies, and other material which document the policies, planning, and coordination of the administrative support activities of the Agency. These are official files accumulated and maintained centrally for the Deputy Director (Support) and his immediate staff. Filed by subject according to the Agency File Manual. (1955-1956)</p>	8.0	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to the Records Center one year thereafter.)
2	<p>TOP SECRET FILE</p> <p>Consists of correspondence, reports and other papers which relate to material in other files but is maintained in a separate file because of Top Secret security classification. Filed by document number. (1953-1956)</p>	1.0	Dispose of in accordance with disposition instructions for the papers to which the T.S. documents relate.
3	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of all communications originated by members of the DD/S Staff. Maintained for reference purposes. Filed chronologically. (1953-1956)</p>	3.4	Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter.)

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130004-5			
4.	<p align="center">SECRET</p> <p>PROJECT FILES</p> <p>Consist of correspondence, memoranda, reports, approvals, and various data relating to programs, projects and plans which require consideration and approval by the DD/S. Projects up to \$25,000 require approval by the DDS; those over that amount are referred to the Project Review Committee for approval. These files constitute the record copies for the DD/S Area. (1951-1956)</p> <p>a. Projects filed alphabetically by name. 2.6</p> <p>b. Those not identified with a Specific project are filed chronologically by date. .4</p>		Permanent. Disposal not authorized. Transfer to the Records Center in annual blocks when no longer needed for reference purposes.
5	<p>AGENCY ISSUANCES FILE</p> <p>a. Consists of copies of Regulations, Notices and other published issuances of the Agency. File is maintained for reference purposes for the Deputy Director and his assistants. (Current) 1.2</p> <p>b. Copies of Statutes, Public Laws and Executive Orders relating to Agency activities which are of specific interest to this Staff. Maintained for reference purposes. .3</p>		<p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when obsolete. or no longer needed for reference purposes.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130004-5			

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

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6

DAILY ACTION SUMMARIES

These are brief summaries of the action taken by members of the staff on outgoing correspondence and disposition thereof. Summary is prepared daily from previous day's mail logs and routing slips and is used to keep the Staff posted of daily actions. Filed chronologically. (1954-1956)

.4

Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter.)

7

ADMINISTRATIVE SUBJECT FILES

Consists of correspondence, forms and other papers which accumulate in the general administration and in conducting daily the operations of the Deputy Director's immediate office. Included are information copies of the daily diary, machine listings of T/O, copies of personnel actions Form 52, leave records, and other administrative matters. Filed by subject category. (1954-1956)

.6

Temporary. Destroy when obsolete or no longer needed.

8

COURIER CLASSIFIED MAIL RECEIPTS

Consists of copies of receipts for classified mail signed by couriers at time material was picked up for delivery to addressees. Filed chronologically. (1955-1956)

.5

Temporary. Destroy after one year. Maintain 12 months level; destroy oldest month upon filing of latest month's receipts.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p data-bbox="448 957 1187 982">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130004-5</p> <p data-bbox="256 995 483 1016">COMMUNICATION LOGS</p> <p data-bbox="256 1045 873 1157">Consists of various posting media which serve as logs for recording classified material received and dispatched by this Staff as required by Agency security regulations. Filed by category.</p> <p data-bbox="321 1178 873 1314">a. Top Secret Log. Retained signed copies recording receipt, internal movement and disposition of T.S. material. Copy forwarded to Top Secret Control Officer. Filed chronologically. (1951-1954)</p> <p data-bbox="321 1335 873 1451">b. T. S. Posting Record. Form 60-75 which superseded a above. Document receipts are attached to Posting Record when document leaves the area. Filed by TS number. (1955-1956)</p> <p data-bbox="321 1472 873 1545">c. A 3x5 card index to the T.S. Posting Record file. Filed by source. (1955-1956)</p> <p data-bbox="321 1566 873 1671">d. Secret and below. Maintained on administrative type material which usually does not require a follow-up. Filed chronologically. (1955-1956)</p> <p data-bbox="321 1692 873 1808">e. File and Routing Slips (Form 35-1) recording receipt and dispatch of classified material. Used as a log and control system for expediting or locating documents. (1955-1956)</p>	<p data-bbox="922 1199 946 1220">.1</p> <p data-bbox="922 1335 946 1356">.1</p> <p data-bbox="922 1472 946 1493">.1</p> <p data-bbox="922 1587 946 1608">.1</p> <p data-bbox="922 1692 946 1713">.4</p>	<p data-bbox="1029 1199 1547 1272">Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p data-bbox="1029 1335 1547 1377">Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p data-bbox="1029 1472 1547 1514">Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p data-bbox="1029 1587 1547 1650">Temporary. Destroy after one year. (Cut off at end of each calendar year; destroy one year thereafter.)</p> <p data-bbox="1029 1692 1547 1766">Temporary. Destroy after one year. (Cut off at end of each year; destroy one year thereafter.)</p>

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